

<b>FLORIDA</b>	<b>OFFICIAL</b>
<b>POLYTECHNIC</b>	<b>UNIVERSITY</b>
<b>UNIVERSITY</b>	<b>POLICY</b>

<b>Subject/Title:</b> Cell Phone Allowance
<b>FPU Policy Number:</b> FPU-6.0005P
<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Major Revision of Policy <input type="checkbox"/> Minor Technical Revision of Policy
<b>Date First Adopted:</b> July 1, 2013
<b>Date Revised:</b>
<b>Responsible Division/Department:</b> Budget & Finance
<b>Initiating Authority:</b> Chief Operating Officer

**A. APPLICABILITY/ACCOUNTABILITY:**

This policy applies to all employees receiving allowances for cell phone and associated services and their departments.

**B. POLICY STATEMENT:**

1. Vice-Presidents or their designees are responsible for determining which employees are required to maintain and carry a personal communication device (“cell phone”) to perform their University duties and qualify for a cell phone and/or associated services allowance (“cell phone allowance”) to cover the acquisition and monthly service charge for the cell phone.

The following criteria are used to determine whether an employee may be provided a cell phone allowance or an internet device allowance:

- (a) The employee’s job function requires the employee to spend considerable time outside of the employee’s assigned office or work area, and it is essential to the University that the employee be accessible during those times.
- (b) The employee’s job function requires continuous accessibility beyond scheduled or normal working hours (i.e. the employee has on-call responsibilities for critical university services).
- (c) The employee’s job function requires that the employee have access to email outside of the office or beyond normal scheduled working hours and it is essential to the University that the employee has the ability to receive and send email during those times.

2. The employee receiving the cell phone allowance is provided with the rate of either \$25.00 each two week pay period to cover Cell Phone service only, \$25.00 each two week pay period to cover Data service only, or \$45.00 each two week pay period to cover Cell Phone with Data service, as appropriate for the employee’s position. In addition, an employee may receive an allowance of \$7.50 each two week pay period to cover the use of an internet device. An employee may receive no more than one cell phone allowance or one internet device allowance. The allowance is grossed up and paid on each two week pay period. There will be no other amounts allowed. The Department head may elect to modify or eliminate the cell phone allowance or internet device allowance at any time.

3. The University treats cell phone and associated data services as an employee allowance and not as a business expense. All allowances will be processed by Human Resources and Payroll

and are taxable to the employee. The amounts to be received are not a reimbursement of expenses, nor are they a per diem that would be automatically established at the maximum amount.

4. Funds for a Sponsored Project may not be used as a source to pay for a cell phone allowance unless such use is specifically authorized in the award document for the Sponsored Project.

5. The departments must periodically assess each employee's need to continue using a cell phone and/or associated services for business purposes. During annual budget planning, Departments must evaluate the department's ability to continue to provide a monthly cell phone allowance to employees in the context of its overall budget.

6. The employee receiving the allowance is responsible for acquiring and maintaining the mobile cell phone device/equipment and/or plans. The University is not responsible for the purchase of or maintenance of the cell phone devices/equipment, or the voice and/or data plans or charges related to such.

7. The Cell Phone Allowance Request form will be used by the department to request and get approval of the allowance for each employee and to provide notice to Human Resources and Payroll.

POLICY APPROVAL	
Policy No.: FPU-6.0005P	
_____	_____
Initiating Authority	Date
_____	_____
Policies & Procedures Review Committee Chair	Date
_____	_____
President/Designee	Date
Date approved by BOT, if required:	_____
	Date
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